

CONFIDENTIAL

OTR

OFFICE OF TRAINING REGULATION NO. 25-7

21 February 1955

SUBJECT: Student Research Papers

1. GENERAL

This regulation establishes the policy, responsibilities and procedures for the handling and disposition of research papers completed by students in the courses conducted by the Office of Training and within its external training programs.

2. POLICY

It is the policy of this Office that the products, or bibliographies of the products, of student research shall be made available to other components of the Agency and to students in training courses as may be consistent with the "need-to-know" principle.

3. RESPONSIBILITIES

a. School Chiefs:

Each School Chief will determine the products of student research that he considers to be of value to future students of his school, or other schools, and to other components of the Agency.

b. The Chief, Instructional Services Branch/Support Staff is responsible for:

(1) Establishment and maintenance of appropriate collections of research papers organized according to OTR course titles.

(2) The preparation and distribution of serialized bibliographies in such form and at such intervals as he may deem advisable, or at the recommendation of the respective School Chief, and with such limitations as may be imposed by the School Chief.

(3) The reproduction and distribution of copies of the research papers as may be directed by the respective School Chief.

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4. PROCEDURES

a. After student research papers have been graded for the purposes of the School, the School Chief shall forward the papers that have been selected for the collection to the C/ISB/SS with the following information:

(1) A bibliography listing author, title, course, date, a brief annotation describing the contents of each paper, a statement of the need to protect the identity of the author and the author's approval to release the paper to qualified recipients.

(2) Recommendations for distribution of the bibliography and its papers.

(3) The number of copies of the bibliography and the papers required for the School reference file.

Each research paper will be forwarded in a stiff binding with the title, date, and course indicated on the cover.

b. The C/ISB/SS will organize and file the research papers under a Course Research File.

c. The C/ISB/SS will publish and distribute periodically, bibliographies of the collections, under a serialized format, and maintain the limitations of security imposed by the School Chief.

d. The C/ISB/SS will reproduce copies of the research papers in quantities indicated by the School Chief.

e. The C/ISB/SS will distribute copies of the research papers consistent with the recommendations of the School Chief, referring all requests for the papers as may appear to be inconsistent with established limitations to the School Chief for his approval and the author's approval.


MATTHEW BAIRD

Director of Training

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Distribution: Staff, School, and Branch Chiefs/OTR

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